

EMPLOYEE JOB DESCRIPTION

Position Detail	
Position No.	ACN017
Position Title	Kitchen Aide - Senior Nutrition
Division	Adult Care & Nutrition Services
Unit	Food & Nutrition Services
Overview	: Under the supervision of the Cook/Coordinator, the Aide will maintain prompt, accurate and excellent service to all food program participants. Assist in meal preparation, serving, clean up, and maintaining sanitary kitchen facilities.
Job Responsibilities	<ol style="list-style-type: none"> 1. Maintain kitchen, pantry and storage areas in compliance with Health Department and food service regulations and standards; 2. Assist the cook cook with food preparation as requested; 3. Assist the cook in properly labeling, covering and storing food products; 4. Maintain required sanitation standards of food items and equipment including flatware, dishes, pots, pans, walls, floors and kitchen equipment; 5. Operate dishwasher, puts dishes and utensils away; 6. Dispose of garbage and recyclables from kitchen and dining rooms; 7. Take and record required temperatures; 8. Assist the cook in inventorying and stocking food and supply products; 9. Bus and reset tables in dining room as needed; 10. Perform dining room vacuuming, dusting, sweeping, mopping as needed; 11. Package food for home delivered meal recipients as assigned; 12. Cleaning: <ol style="list-style-type: none"> a. refrigerators: defrost monthly, vacuum or clean under when possible; b. woodwork and walls: daily if indicated in special areas, general area - quarterly; c. ovens - keep free of residue; d. wash and disinfect garbage cans twice weekly; e. clean stove daily; f. clean exhaust fan monthly; g. clean condiment containers as scheduled by cook; h. thoroughly clean percolators weekly; i. clean sinks and surrounding areas daily; j. always keep garbage containers tightly closed; 13. Comply with established personal hygiene and cleanliness standards; 14. Store unused equipment to keep sanitary.

Qualifications	<ol style="list-style-type: none"> 1. Ability to perform duties alone or under minimal supervision in a timely manner; 2. Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with program participants, other volunteers and staff; 3. Basic knowledge of the practices and techniques used in mass food preparation and food service, or able to learn basic tasks quickly and follow instructions; 4. Skill in the use of kitchen equipment and cleaning supplies;
Physical Requirements	<ol style="list-style-type: none"> 1. Ability to stand, carry, bend, stretch, stoop, intermittently pull and push; 2. Ability to lift up to fifty pounds; 3. Ability to use provided machinery and equipment.
Special Requirements	<ol style="list-style-type: none"> 1. Ability to work under pressure; 2. Perform daily tasks with minimal supervision; 3. Develop rapport with and support from senior citizens; 4. Maintain a current food handlers card; 5. Comply with all program policies, procedures and goals. 6. Satisfactory results from required criminal history background check per the Child/Adult Abuse Information Act.
Supervisory Responsibilities	
Number of Staff Supervised	0
Position Supervisor	Cook
Job Location	
Salary Grade Range	C 01-01
Work Schedule	Hours depending on the needs of the program (up to 29 hours per week)
Position Assignment	Regular
Job Category	9 - Service Worker
EEOC Code	
Labor & Industries Code	1501

Standard Occupational Classification (SOC) Code	35-2021
FLSA	Non-Exempt
Date Last Modified	12/21/2009
Employee Position Requirements	
Physical Exam	No
TB Test	No
Hepatitis B / Waiver	No
DSHS Criminal Check	
Food Handler Permit	Yes
Child Abuse Prev Training	No
Bloodborne Training	No
CPR Adult	No
CPR Infant/Child/Adult	No
First Aid	No
Tetanus Vaccination	No
Washington State Patrol Background Check	Yes
Signatures	
Employee: PRINT NAME	
Employee Signature	
Signature Date	
Supervisor Signature	